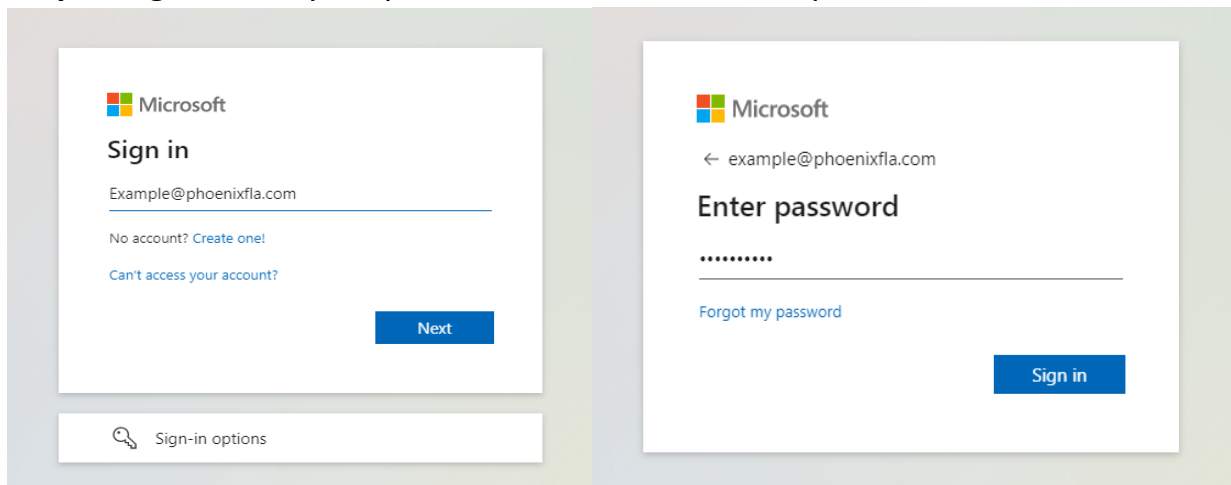# Phoenix Personal OneDrive Instructions

Step 1: Locate your email address and password provided by Phoenix IT.
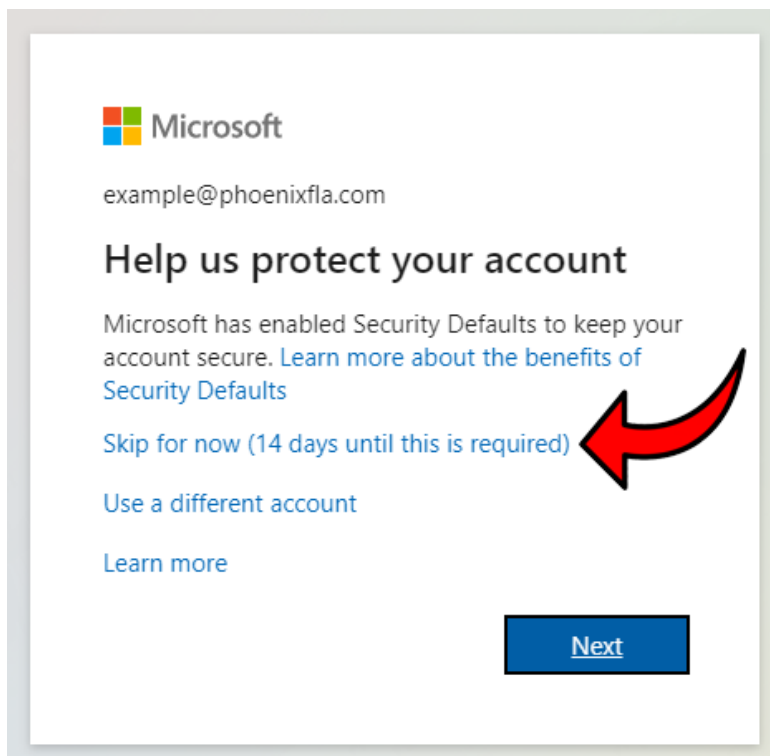
Step 2: Open a web browser and navigate to https://portal.office.com/

Step 3: Sign in with your provided email address and password.

Step 4: Select Skip for now. (Please Note: You will need to see IT within 14days to add our Security Verification App to your phone.)
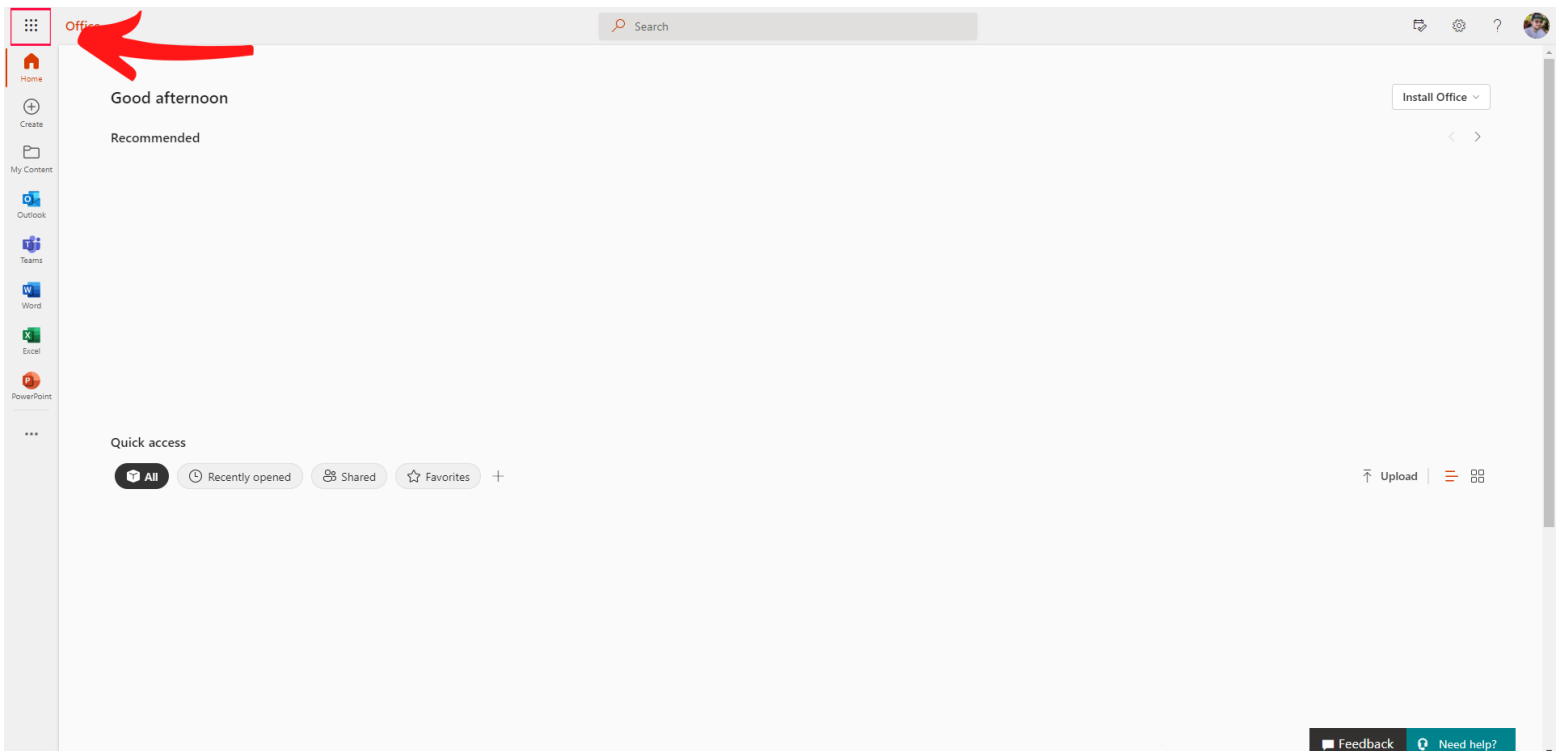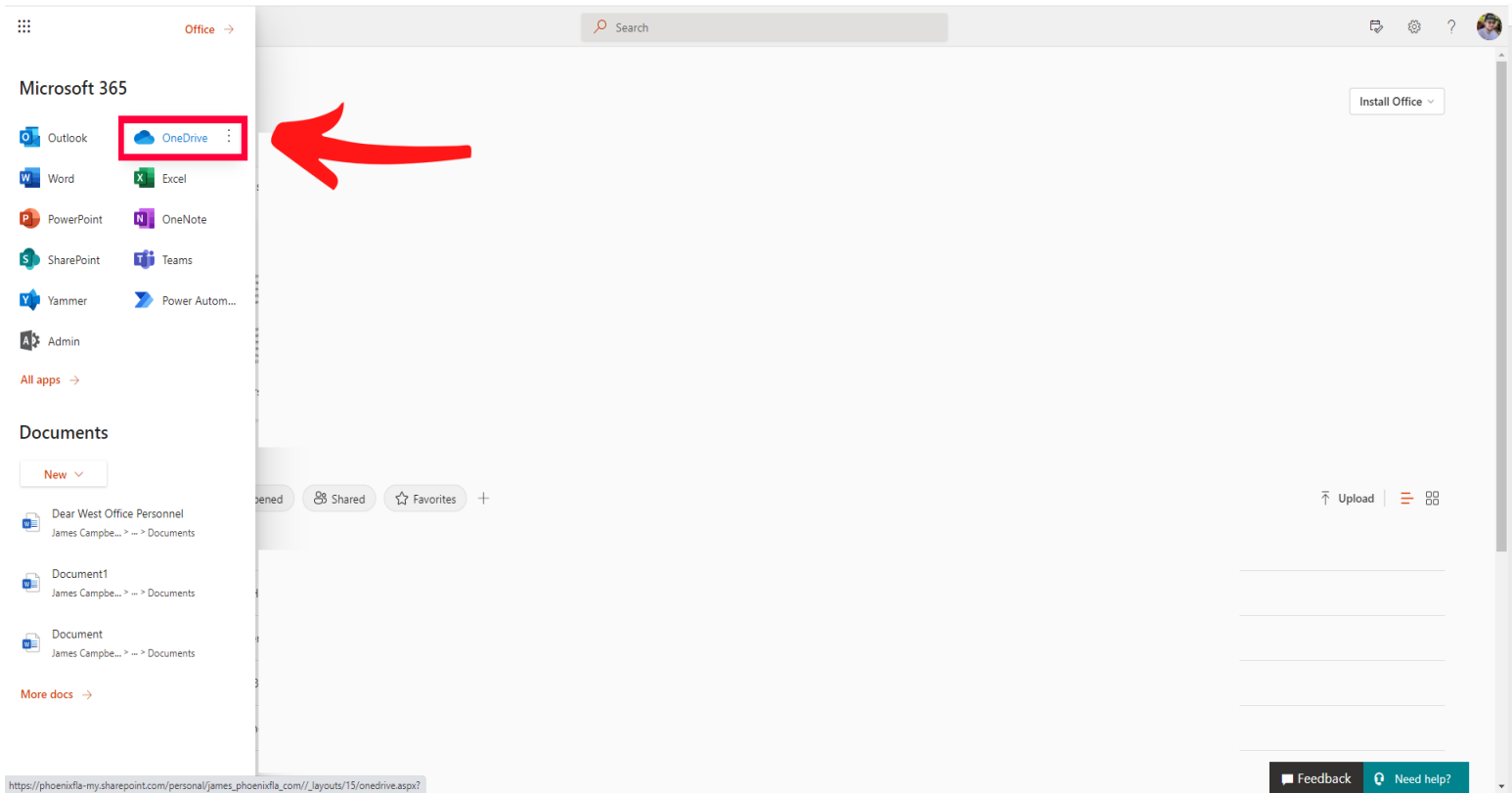
Step 5: Stay signed in? Select "Yes" if you are on your work or home computer. Select "No" if you are using a public or shared computer.
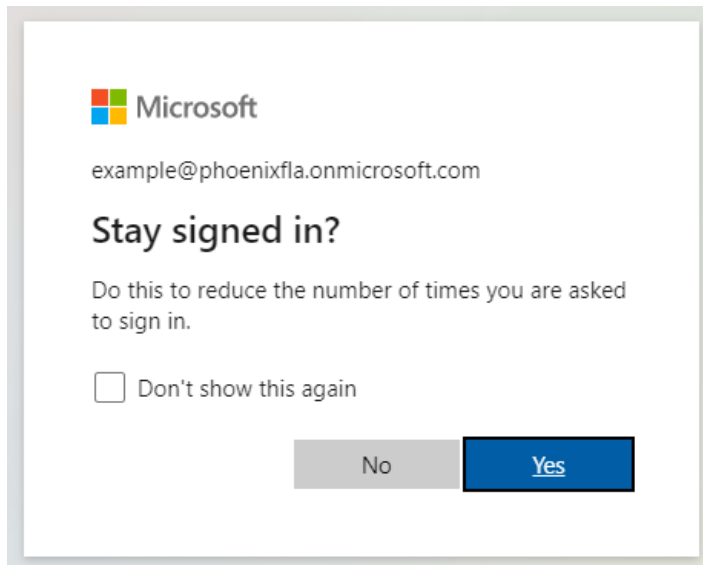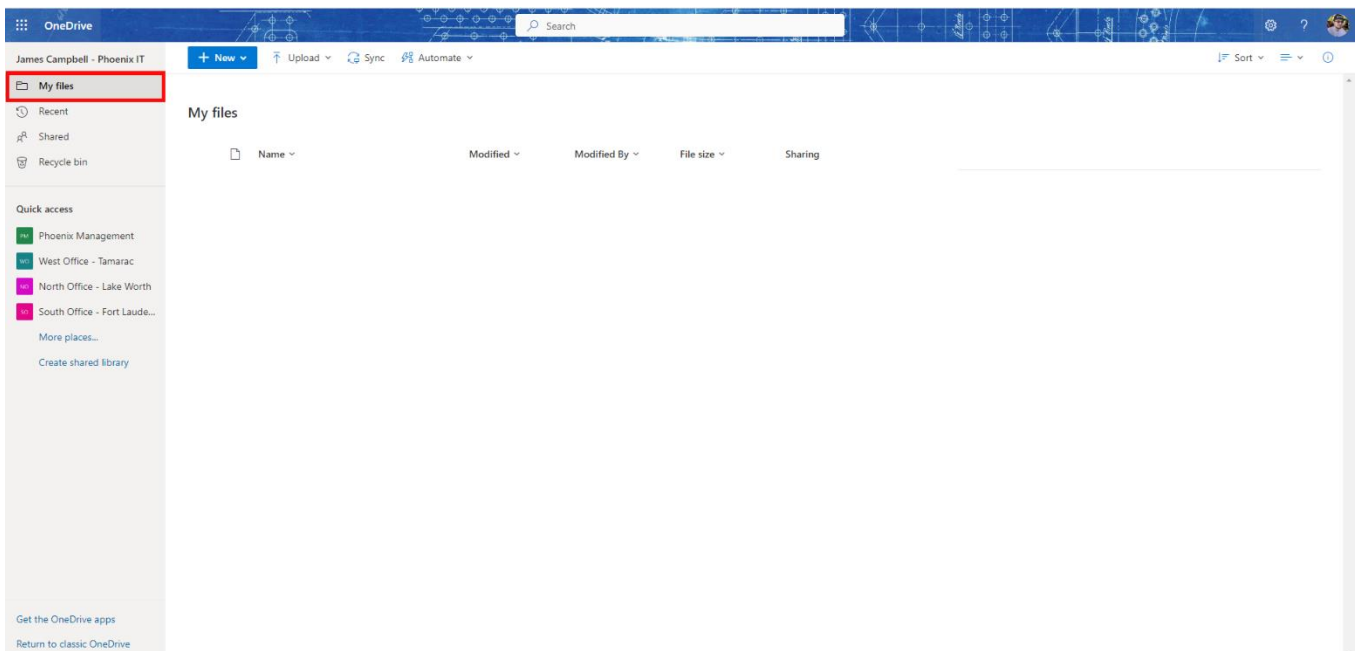

Step 6: You are now signed into your Microsoft 365 Homepage. From here you can access Outlook (Emails), Word, Excel, OneDrive, and Teams. Click on the 9 dots grid on the tops left.
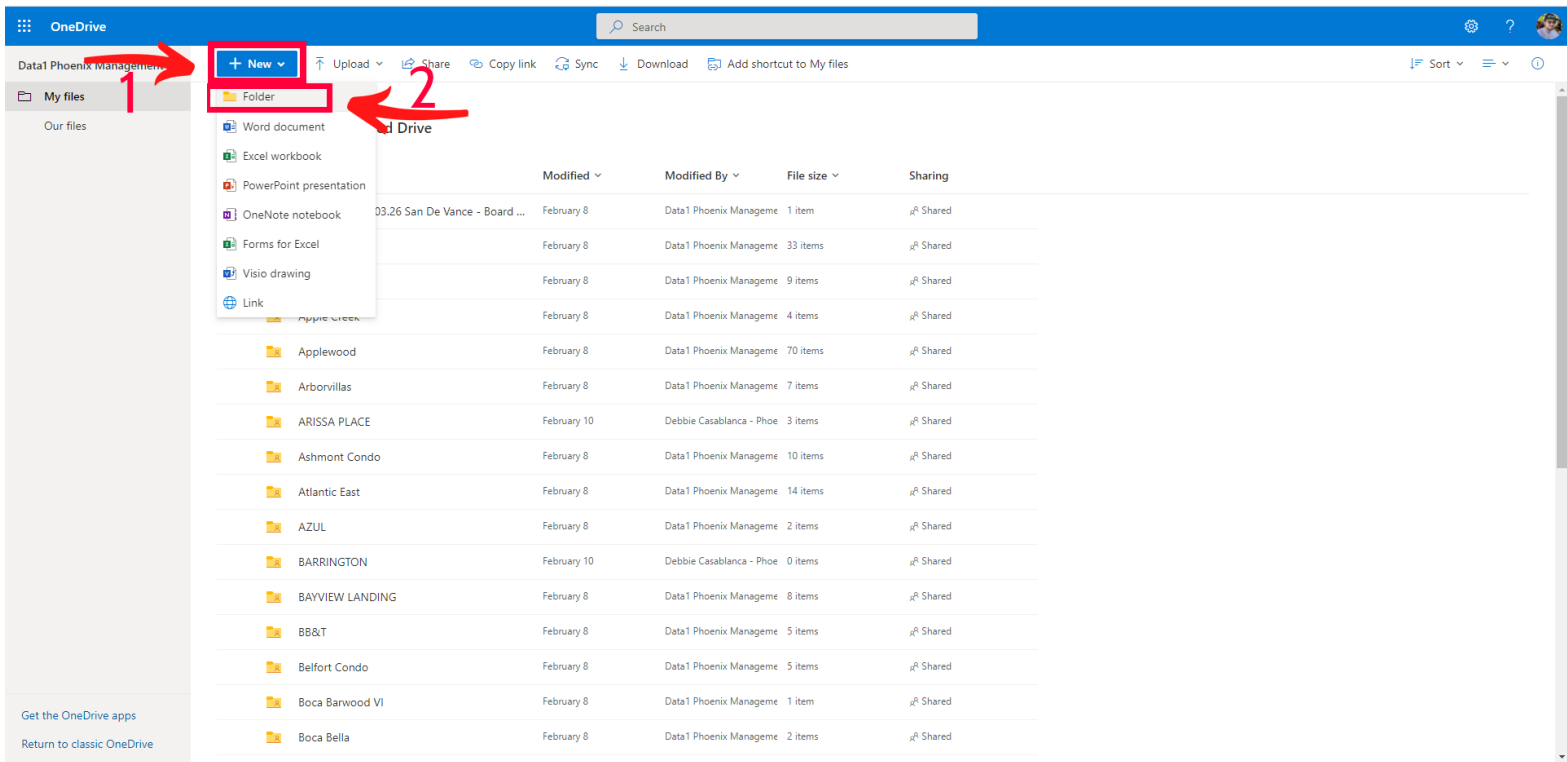
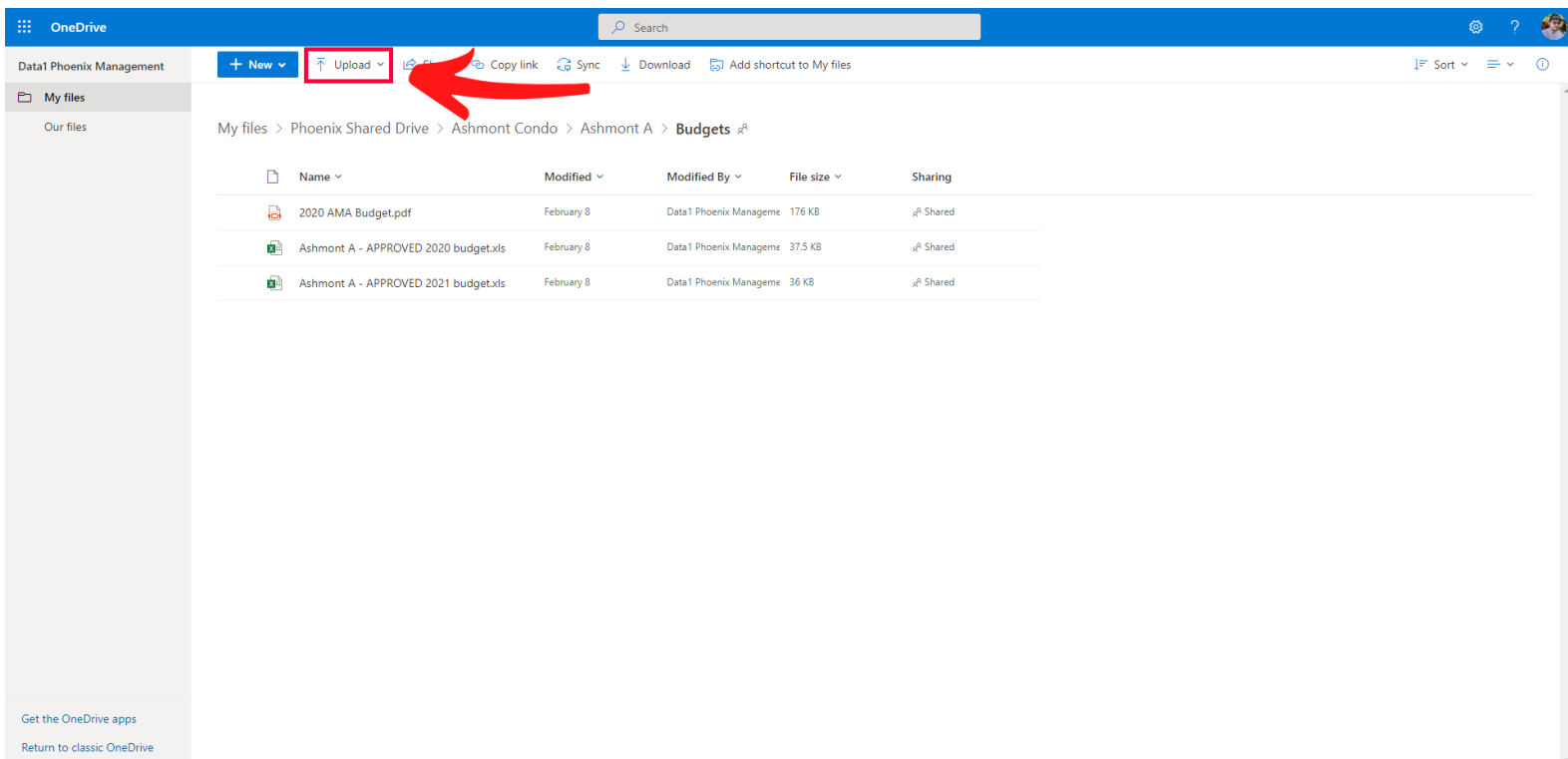**Step 7:** Click on "OneDrive" it will open up in a new tab.

Step 8: From the OneDrive Home screen, on the left you click on "My Files". Then if you have any files saved you will see them appear on the right.
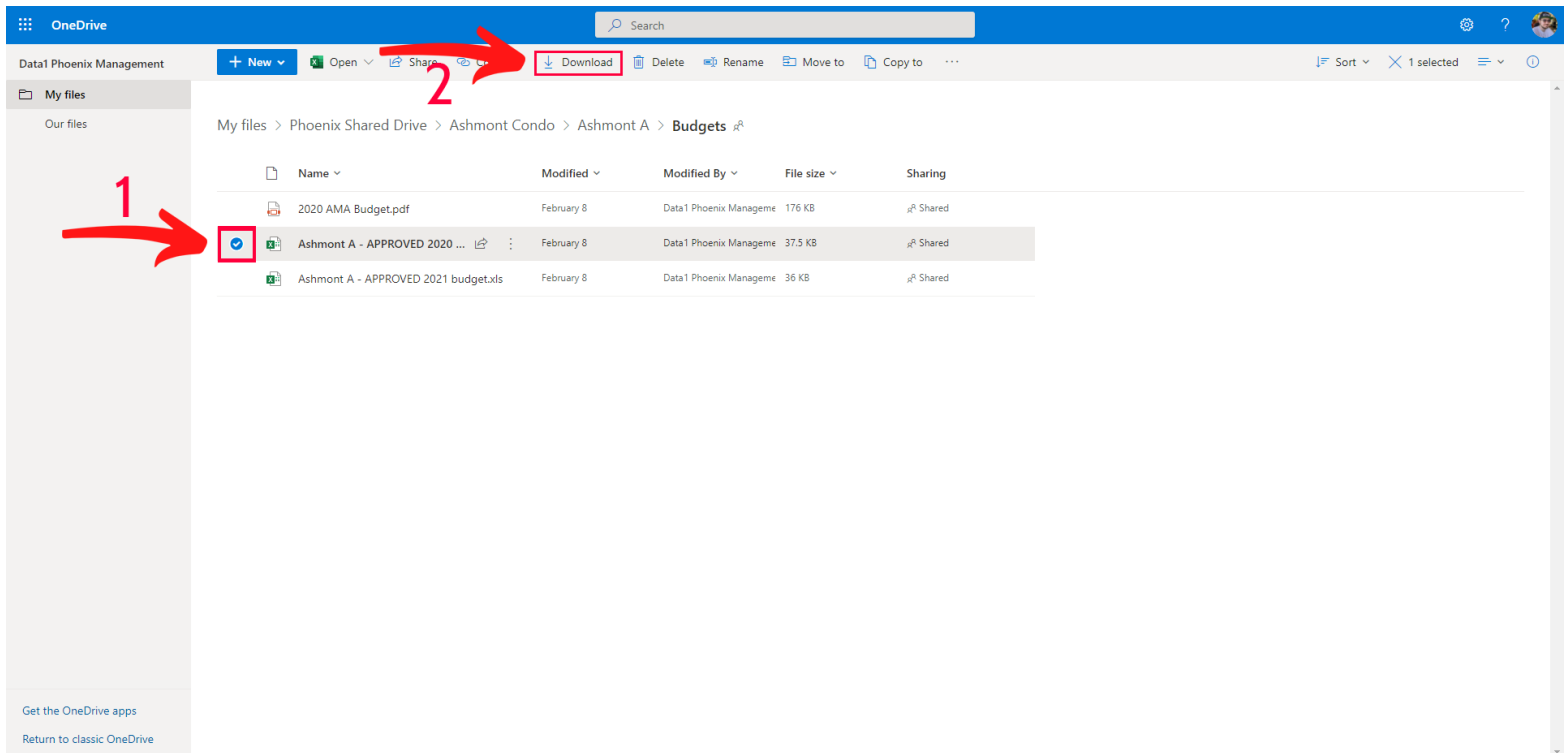
Step 9: Creating a new folder: To create a new folder, click on "New", and then "Folder".

Step 10: To Upload a document to a folder: Click on "Upload"

Step 11: To Download a Document: Click on the white circle to the left of the document. A Blue Check Mark will appear, you can select multiple documents at a time. Then Click "Download".

Step 12: To view a document without downloading: Select the document by clicking the white circle to the left of the document. Then Click "Open", then "Open in Browser"